UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

July 26, 1939.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

PRINTING ALLOTMENTS FOR 1940

The 1940 allotment from the Department printing and binding fund for the_____is_____.

The printing and binding appropriation for the present fiscal year is $514,600 larger than the appropriation for fiscal 1939. Of this, $14,600 was earmarked in the report of the House Appropriations Committee for use in printing Farmers' Bulletins. The remaining $500,000 of the increase is a transfer to the printing and binding fund from the appropriations for Conservation and Use of Agricultural Land Resources, the Sugar Act of 1937, the Federal Crop Insurance Act, and the Farm Tenant Act. Printing for activities carried on under these appropriations will be financed out of the printing and binding fund this year.

The allotments to bureaus and offices carrying on such activities are based upon the estimates for printing which they offered in the Budget for 1940, with adjustments made necessary by the fact that the Congress transferred to the printing and binding fund only 85 percent of the total amount estimated for printing in connection with these activities.

The allotments to other bureaus and offices are based on the 1938 and 1939 allotments.

Again we are maintaining a small reserve. This will be sufficient to meet only a limited number of emergencies and to provide for payment of bills that run higher than estimates because of authors' alterations.

In the memorandum making allotments for printing and binding for 1939 attention was called to the new definition of the term "printing" which was approved by the Comptroller General. This definition draws a clearer line of demarcation between matter which must be printed and that which may be duplicated. To conserve printing funds during the fiscal year 1940 bureaus should duplicate all material which is not required to be printed by the new definition of the term "printing". We must, of course, strictly abide by the definition and avoid duplicating any matter which is required by law to be printed.

A few appropriation items still carry authority for printing. The printing and binding appropriation itself contains authority for the Secre-

tary to transfer to the fund sums necessary for printing on behalf of certain activities. The Office of Information will make every effort to assist bureaus with the details of ordering printing and handling the various funds and allotments available for the purpose. Some bureaus may be able to use emergency funds for printing. This should be done whenever justifiable, but please keep in mind the fact that responsibility for determining the availability of such funds for printing rests primarily with the bureaus.

The Department has received authority from the Joint Committee on Printing to expend not more than $21,800 for emergency field printing for the fiscal year 1940. This sum is divided into an authority for expenditures up to $5,000 from emergency funds including ECW and ERA, and $16,800 from the printing and binding fund and other appropriations available for printing.

When a bureau requires field printing (printing which may be done in the field only in real emergencies) and the cost of the work is to be charged to the printing and binding appropriation or to funds transferred to the printing and binding appropriation by the Secretary, a written request should be made to the Office of Information. This request should state the necessity for and the emergency involved in obtaining the required material and should give an estimate of the cost of the work. Provided the need is so urgent that the work cannot be done at the Government Printing Office, that the cost is not excessive (to be determined by bids if the cost is over $50) and that the contemplated charge against the printing and binding fund is a proper one, the bureau's request will be approved in writing by the Office of Information. The regular procedure established by previous memoranda to the bureaus should be followed in submitting vouchers and samples of work through regular bureau channels to this office for recording, payment, and reporting to the Joint Committee on Printing.

If ECW, ERA, or other special funds are involved the bureau should request authority of this office to have the work done in the field, but the ultimate responsibility for field printing with special funds will rest upon the bureau making the purchase. Reports and samples of work must be submitted to this office in the regular way. Officers in the field authorized to make payment should be instructed to forward through bureau channels to this office a sample of each job and a certified copy of the voucher. The fund from which payment was made should be clearly indicated.

The Office of Information will be responsible for all reports, contacts, and negotiations with representatives of the Joint Committee on Printing.

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

September 18, 1939.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Section 1356 of the Department Regulations provides that "mimeographed or otherwise mechanically duplicated material that is to be sent out to the public, or that involves the work of other departments, bureaus or offices, or matters of Department policy is subject to review by the Director of Information." Heretofore, the Office of Information has maintained a check in its duplicating plant to make certain that all material which should be reviewed is sent to the office of the Director of Information. However, the work in the duplicating plant has increased heavily without compensating increase in personnel, and it has become increasingly difficult for us to maintain a check. Furthermore, considerable material is now mimeographed outside the central duplicating plant.

In order to make sure that the mimeographed or otherwise duplicated material issued by each bureau which bears on the work of other bureaus or other departments of Government, or treats of Department policy, is given the review specified in the Regulations, I suggest that a system be set up by each bureau for checking the material before it is duplicated and forwarding the items which should be reviewed to the office of the Director of Information.

Sincerely yours,

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

January 8, 1940.

REQUEST FOR INFORMATION

To Chiefs of Bureaus and Offices:

It seems desirable to have on hand at one central point in the Department information concerning the number of citizens who take part either as part-time paid employees or as voluntary co-operators and collaborators in administering the programs of work of the Department. For example, the number of citizens who serve as crop and livestock reporters for the Agricultural Marketing Service; the number of citizens who serve as voluntary observers for the Weather Bureau; the number of citizens who serve on community and county committees of the Agricultural Adjustment Administration; the number of citizens who serve on debt adjustment and other committees of the Farm Security Administration; etc.

So that we may compile information showing the extent to which there is citizen participation in the work of the Department, I am sending this request for information. Will you please send to the Office of Information by January 22 a brief report of the numbers of citizens taking part in the various programs of work administered by your branch of the Department.

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

July 26, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

PRINTING ALLOTMENTS FOR 1941

The 1941 allotment from the Department printing and binding fund for the_____is_____.

The printing and binding appropriation for the fiscal year 1941 has been reduced by 3 percent. The allotments to bureaus and offices generally reflect this reduction though they are based on the 1940 allotments. Some adjustments have been made in accordance with needs which the experience of the past fiscal year made apparent.

For the fiscal year 1941 the Congress consolidated into the central printing and binding appropriation a reduced sum to take care of the printing requirements of the Rural Electrification Administration. This accounts for the apparent increase in the printing and binding appropriation figure which appears in the Appropriations Act. This total has been reduced by transfers of printing funds which have been made to appropriate agencies for printing for bureaus and activities transferred out of the Department by the President's Reorganization Plan No. 4.

This year we are maintaining a somewhat larger reserve than last year to take care of emergency needs and to provide for payment of bills that run higher than estimates because of authors' alterations and for other reasons.

In the memorandum making allotments for printing and binding for 1940 attention was called to the new definition of the term "printing" which was approved by the Comptroller General. This definition draws a clearer line of demarcation between matter which must be printed and that which may be duplicated. We must, of course, strictly abide by the definition and avoid duplicating any matter which is required by law to be printed.

During the fiscal year 1940 some innovations were adopted for the procurement of sets of continuous forms. It was found that the carbon paper used in these sets is a proper charge against bureau expense funds. For the fiscal year 1941 the bureaus will be expected to finance out of their own funds the cost of the carbon paper used in these forms.

A few appropriation items still carry authority for printing. The printing and binding appropriation itself contains authority for the Secretary to transfer to the fund sums necessary for printing on behalf of certain activities. The Office of Information will make every effort to assist bureaus with the details of ordering printing and handling the various funds and allotments available for the purpose. Some bureaus may be able to use emergency funds for printing. This should be done whenever justifiable, but please keep in mind the fact that responsibility for determining the availability of such funds for printing rests primarily with the bureaus.

The Department has received authority from the Joint Committee on Printing to expend not more than $38,800 for emergency field printing for the fiscal year 1941. This sum is divided into an authority for expenditures up to $5,000 from emergency funds including ECW and ERA, $20,000 for the Farm Credit Administration, and $13,800 from the printing and binding fund and other appropriations available for printing.

When a bureau requires field printing (printing which may be done in the field only in real emergencies) and the cost of the work is to be charged to the printing and binding appropriation or to funds transferred to the printing and binding appropriation by the Secretary, a written request should be made to the Office of Information. This request should state the necessity for and the emergency involved in obtaining the required material and should give an estimate of the cost of the work. Provided the need is so urgent that the work cannot be done at the Government Printing Office, that the cost is not excessive (to be determined by bids if the cost is over $50) and that the contemplated charge against the printing and binding fund is a proper one, the bureau's request will be approved in writing by the Office of Information. The regular procedure established by previous memoranda to the bureaus should be followed in submitting vouchers and samples of work through regular bureau channels to this office for recording, payment, and reporting to the Joint Committee on Printing.

If ECW, ERA, or other special funds are involved the bureau should request authority of this office to have the work done in the field, but the ultimate responsibility for field printing with special funds will rest upon the bureau making the purchase. Reports and samples of work must be submitted to this office in the regular way. Officers in the field authorized to make payment should be instructed to forward through bureau channels to this office a sample of each job and a certified copy of the voucher. The fund from which payment was made should be clearly indicated.

The Office of Information will be responsible for all reports, contacts, and negotiations with representatives of the Joint Committee on Printing.

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

September 9, 1940

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

One noticeable development in the field of agricultural broadcasting during the past year has been the increase in the number of so-called "participating" programs, aimed at the rural radio audience.

A "participating" program is one in which advertisers buy brief periods of time for their messages, with the remainder of the program filled with entertainment or information provided by the station. Such a program is not exactly comparable to a regular "commercial" program in which the advertiser buys and presumably controls the entire period of the broadcast; neither is it a strictly "sustaining" program in which no advertising messages are included.

The Department of Agriculture has been requested to supply material for broadcast in a considerable number of these "participating" programs and is doing so under an arrangement that takes into account the Department's desire to render the greatest possible information service to the public while still observing the proprieties of relationships between Government and business enterprises established by long experience. The conditions of this arrangement are as follows:

1. The station will present the Department's material regularly, regardless of the presence or absence of commercial sponsors.

2. A period in the participating program will be set aside for information from the Department, this period of time to be free from commercial announcements and separated from such announcements by at least two minutes of music preceding and following announcement of the station's call letters.

3. The period will be introduced each time by the statement, "This is a public service feature, presented in cooperation with the United States Department of Agriculture (and other cooperators, if any)."

4. Nothing will be said in other parts of the program to give the impression, directly or indirectly, that the Department's information is presented under the sponsorship of any commercial concern, or that the Department endorses any commercial product.

This arrangement will be of direct interest to many of the Department's field officials. Therefore, I suggest that a copy of this memorandum be sent to your representatives stationed outside Washington who are called upon regularly or occasionally to talk in programs of the "participating" type or to furnish information to be broadcast in these programs by a member of the radio station staff.

The Department still looks to holders of broadcast licenses rather than to advertisers for the opportunity to convey information to radio listeners. The arrangement herein described has been worked out to meet circumstances that have arisen rather recently. It does not alter the memorandum of September 7, 1937, issued by John R. Fleming, then acting director of information, relative to participation of Department employees in commercially sponsored radio programs.

Sincerely,

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

December 18, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS, OFFICES, AND AGENCIES.

Department agencies often ask this office to have publications mailed so as to arrive at their destination on certain dates. We cooperate in every way we can in handling such requests. We forward them promptly to the office of the Superintendent of Documents where the actual mailing is done.

During recent months that office has been compelled to give priority to defense material. Furthermore, in many cases the orders have not been received here in time to make delivery possible even under normal conditions on the dates requested.

Therefore to make sure of delivery on the specified date you should have publication mailing orders sent to the Office of Information at least two weeks in advance of the time when the material is needed in the field. If that plan is followed we can assure you that the mailing will be done in the desired time. Rush orders should be sent direct to the Distribution Section of this office marked to show clearly that special handling is required and the desired date of delivery.

Sincerely yours,

Morse Salisbury

Morse Salisbury,
Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

January 18, 1941.

MEMORANDUM TO INFORMATION HEADS OF BUREAUS

Around the first of each month the Press Service puts out a press release containing short reviews of new publications issued by the Department during the preceding month. This monthly publications review is prepared for the public as well as for the Department. Most publications are issued through the Division of Publications, but some few are not available through the Office of Information. If your bureau issues any publications of general interest that are available to the public, and that are not put out through the Office of Information, we shall be glad to include them in the monthly review if a copy is sent to us. If there is a charge for publications, we will mention the price.

Sincerely yours,

S B Bledsoe

Samuel B. Bledsoe,
Chief, Press Service.

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

May 17, 1941.

MEMORANDUM FOR ALL BUREAU CHIEFS

To facilitate the efficient distribution of sixteenth census reports, the Office of Information has been asked to set up procedures and issue instructions to Department agencies as a way to make certain that staff members will receive reports which they need and to eliminate waste or excessive duplication in the distribution.

The attached list shows reports which are or will become available from the Bureau of the Census. Some reports have already been distributed to Department staff members; others will be issued in the future.

The Census Bureau now has the names of many Department employees on mailing lists but these lists are insufficient and must be revised. Other procedures will have to be established, so we have worked out the following plans with the Bureau of the Census:

(1) Each bureau should designate one person who will assemble all requests of bureau staff members for census reports and who will be the sole contact between his agency and the Census Bureau. Please let us know who this person will be not later than May 20 giving the name, telephone branch, and room number.

(2) Each bureau in the Department should immediately determine insofar as possible the needs of staff members both in Washington and in the field for census reports and, as soon as possible, send to this office a summary of needs of staff members. The summary should be given in this form:

Person	Title	Address	For field officers indicate whether Local, State, or Regional Representative	Which Reports Required	Number of Copies

Send three copies of your summary to this office. The original copy will be forwarded to the Bureau of the Census whose mailing lists will be revised accordingly. The reports will be mailed direct to the individuals on the list.

(3) In preparing the summaries disregard the distribution which has already been made. The Bureau of the Census has records of past distribution and will check the new lists against the records to avoid duplication.

(4) If additional reports issued by the Census Bureau are desired later on by members of your staff their requests must be cleared through the individual designated by your bureau as the contact with the Bureau of the Census. Requests sent direct to the Census Bureau from Department employees either in the field or in Washington will be returned to the bureau contact officer for clearance before the request is filled. It would, therefore, save time and effort if you would advise members of your staff to submit all requests for Census Bureau reports through the person you have designated.

(5) The requests for reports in addition to those requested in the original summary should be sent by your contact representative direct to Mrs. Lillian Chase (telephone branch 2634), Printing and Publications Division, Bureau of the Census, Washington, D. C.

Every effort will be made by the Bureau of the Census to meet all legitimate requests for reports, as far as funds permit, while at the same time eliminating unnecessary and unreasonable requests. In general it is felt that requests from regional officers of the Department should be limited to reports for the particular States within their regions, and that requests from State officers should be limited to the States which they represent. Your contact representative should have authority to eliminate unnecessary requests or to modify those that are unreasonable.

Morse Salisbury

Morse Salisbury,
Director of Information.

(Enclosure)

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

July 29, 1941.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Printing Allotments for 1942

The 1942 allotment from the Department printing and binding fund for the _____ is _____.

The printing and binding appropriation for the fiscal year 1942 is the same as for 1941. However, the Congress provided that the total of $50,000 be expended from the appropriation for printing two books, "Diseases of Cattle" and "Diseases of the Horse." This provision, in effect, reduces the amounts available to the Department for other printing. Some adjustments in allotments have been made to release funds for this purpose as provided by the Congress.

This year we are maintaining a somewhat larger reserve than in previous years to take care of emergency needs and to provide for payment of bills that run higher than estimates because of authors' alterations and for the issuance of a few Department-wide publications.

During the fiscal year 1940 some innovations were adopted for the procurement of sets of continuous forms. It was found that the carbon paper used in these sets is a proper charge against bureau expense funds. For the fiscal year 1942 the bureaus will be expected to continue to finance out of their own funds the cost of the carbon paper used in these forms.

A few appropriation items still carry authority for printing. The printing and binding appropriation itself contains authority for the Secretary to transfer to the fund sums necessary for printing on behalf of certain activities. The Office of Information will make every effort to assist bureaus with the details of ordering printing and handling the various funds and allotments available for the purpose. Some bureaus may use special funds for printing. This should be done whenever justifiable, but please keep in mind the fact that responsibility for determining the availability of such funds for printing rests primarily with the bureaus.

The Department has received authority from the Joint Committee on Printing to expend not more than $94,000 for emergency field printing for the fiscal year 1942. This sum is divided into authorities for emergency expenditures from all funds available for printing.

When a bureau requires field printing (printing which may be done in the field only in real emergencies) and the cost of the work is to be charged to the printing and binding appropriation or to funds transferred to the printing and binding appropriation by the Secretary, a written request should be made to the Office of Information. This request should state the necessity for and the emergency involved in obtaining the required material and should give an estimate of the cost of the work. Provided the need is so urgent that the work cannot be done at the Government Printing Office, that the cost is not excessive (to be determined by bids if the cost is over $50), and that the contemplated charge against the printing and binding fund is a proper one, the bureau's request will be approved in writing by the Office of Information. The regular procedure established by previous memoranda to the bureaus should be followed in submitting vouchers and samples of work through regular bureau channels to this office for recording, payment, and reporting to the Joint Committee on Printing.

If rehabilitation or other special funds are involved the bureau should request authority of this office to have the work done in the field, but the ultimate responsibility for field printing with special funds will rest upon the bureau making the purchase. Reports and samples of work must be submitted to this office in the regular way. Officers in the field authorized to make payment should be instructed to forward through bureau channels to this office a sample of each job and a certified copy of the voucher. The fund from which payment was made should be clearly indicated.

The Office of Information will be responsible for all reports, contacts, and negotiations with representatives of the Joint Committee on Printing.

A few weeks ago Mr. Walter F. Conway was appointed Chief of the Printing Section. Let us call your attention also to the employment in the immediate future of an assistant with special skill in typography and layout to serve in the Printing Section. This section, under Doctor Merrill's immediate supervision, thus will be equipped to provide you with additional service and consultation as well as to continue the work which it has carried on in the past.

Morse Salisbury

Morse Salisbury,
Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

September 24, 1941

To: Bureau Information Heads

From: Morse Salisbury, Director of Information

Subject: Availability of Motion Picture FARMERS AND DEFENSE

Prints of the new Department motion picture FARMERS AND DEFENSE, (the Information Please type picture) produced under the supervision of George Barnes, are being ordered in quantity for the use of USDA Defense Boards. It is anticipated that between 350 and 500 prints will go out to the State Defense Boards in the next several weeks.

It has been announced in regional meetings that the distribution of this picture will be handled entirely by State Defense Boards. This will give every agency an opportunity to pool its orders for this picture with the orders of other agencies. Accordingly, the following wire is being sent State USDA Defense Board Chairmen of States represented at the Salt Lake City and Chicago regional conferences, and a similar wire will be sent later to Chairmen of States represented at the New York City and Memphis conferences:

> "At first meeting State Defense Board suggest you ascertain use to be made of FARMERS AND DEFENSE movie shown at regional meeting and wire this office number of prints needed by Board for all agencies and desired delivery date."

We believe it is advisable for bureau information heads to advise their field offices that prints of this picture are being sent out to be distributed at the discretion of the State Defense Boards and any additional requests for prints should be made through the same boards. Up to the moment only three prints of the picture have been sent out on an urgent request following the Salt Lake City meeting from the Chairman of the California Defense Board.

If any of your representatives in Washington desire to preview the picture, showings can be arranged by calling Wayne Darrow's office.

Morse Salisbury

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information

MEMORANDUM FOR CHIEFS OF BUREAUS

We expect very soon to make several procedure changes for improving the service of the Department's duplicating plant. With the cooperation of the bureaus we hope to increase appreciably the output of the plant and to meet more satisfactorily bureau requests for rush work.

To realize this aim, we are convinced that it is necessary that each bureau and office designate a responsible person through whom all requests on and contacts with the A. D. & M. Section will channel. That individual should be given the responsibility for determining the priority of the bureau's work, for working out with a designated officer in the A. D. & M. Section the date the material will be scheduled for delivery, the paper to be used, and such other production problems as the processes to be used in doing the work. Wherever possible the bureau man should be assigned authority for making a preliminary determination of the propriety or legality of having the material duplicated.

Please advise E. R. Waymack, of this office, the name of the person designated in your bureau to serve as "contact man" with the plant. We plan to call a meeting of these men in the very near future.

If, for any reason, it is impossible or not feasible for your agency to follow these suggestions, I wish you would suggest alternate proposals more satisfactory to you.

Acting Director of Information.

UNITED STATES DEPARTMENT OF AGRICULTURE

Director of Information
Washington

March 21, 1942

To: Bureau Information Heads

From: Keith Himebaugh, Assistant Director of Information

Subject: Article in N. Y. Times by G. H. Archambault

Mr. Salisbury has suggested that the attached article from the New York Times by G. H. Archambault be made available to Department information workers.

It bears out the Secretary's thesis that "food will win the war and write the peace" and gives good account of conditions in Europe today. We have a small supply available from which you can get copies to distribute to your information workers.

NEW YORK TIMES
3-16-42

AXIS FOOD BATTLE SURGES IN EUROPE

By G. H. Archambault
By Telephone to The New York Times

BERNE, Switzerland, March 15-- In Europe today the battle for food is becoming more intense than the battle for hegemony. It may well decide the issue of the war rather than the force of arms.

Some men with foresight -- even in Germany -- feared this months ago; today thousands are rallying to their view and there is reason to believe that the leaders of more than one nation are considering the problem with concern. "Blitzkreig had taken little account of it," they said.

The facts are plain. First and foremost, all the resources of continental Europe are being drained for the benefit of millions of men of the Axis armies either actually on the front or holding occupied territory.

In the conquered lands where the law of the occupant is paramount, supplies are simply requisioned. In unoccupied France they may be "purchased." In the case of neutrals -- such States remaining in Europe are all small -- "barter arrangements" may be negotiated. Spain is an exception but she cannot even feed herself so that, broadly speaking, food in Europe is pre-empted for the fighting men.

No Husbanding of Resources

For the soldier must be fed and fed well. That is an imperative law of war. Moreover, in many instances he expects better and larger rations than those to which he was accustomed before mobilization. Risking his life each day, he has no thoughts for the morrow.

Neither, indeed, have those whose task it is to feed him. The concern of commissariats is not to husband resources but to provide for present needs. They look to the rear to fill them. The civilian authority may protest but generally it is overruled. In occupied territories it has no voice in the matter, so that milch cows and even those in calf are slaughtered indiscriminately, so that the soldier may have meat. Potatoes are commandeered regardless of future needs in seed and armies are notoriously wasteful, especially in the field.

In days of old an Army could live on the country. So it might have been also with "Blitzkreig," but today the war hosts are so great and operations are so protracted that this is out of the question. Napoleon, crossing the Alps, could point dramatically to the fertile plains of Lombardy, where victory would enable his men to live on the fat of the land.

The Ukraine was to be for the Germans what Lombardy was for Napoleon, but in his time armies were small and battle areas also. Much has been made of the opulence of the Ukraine, but it is realized now that it is impossible to till while battle rages. In Berlin the inspired Boersen Zeitung warns against illusions about "the Ukrainian granary." And also so it is with the Danubian Basin and with many another part of Europe.

Production Essentials Lacking

Since the major part of supplies are pre-empted for the fighting man, the non-combatant is urged to produce ever more. But non-combatants are either very young or very old, all able-bodied men being mobilized, and although women are pressed into service, the output necessarily falls below normal.

Nor is this the only handicap. Many essentials are lacking because the manufacture of munitions takes priority -- no fertilizer, no gasoline for tractors or trucks, no sprays to combat insect pests, no binder twine, few draft animals. All this does not make for greater production, and there are virtually no means of transportation. Most rolling stock is requisitioned by the military.

There is a psychological factor also. It is possible to put war communiqués in the best light and grandiloquence may make a revers appear a glorious feat of arms. When it comes to rations the simplest man can understand -- and guess the truth.

So today, after reticence has been practiced as long as possible, it is admitted that estimates of crops were "too optimistic." An Italian source reveals that the total production of wheat in Europe last year was 375,000,000 quintals, whereas pre-war consumption was 450,000,000. There is reason to believe that all other crops show a proportionate deficiency and that livestock has been hit even harder.

Handicaps Defy Appeals

With more restrictions in sight the farmer is urged once again to produce still more and the cry is raised -- by bureaucrats -- that every inch of land must be tilled. Experience has proven that much of this is mere rhetoric, for none of the handicaps have been removed; rather are they likely to increase as months pass. Moreover, the various governments set maximum prices on food stuffs and in general they are low, so that they may remain within the means of the poorer classes.

Despite appeals to their patriotism, farmers are but human and their work is of the hardest. They fear that larger crops may not mean larger returns; above all they fear requisition, especially in occupied territory. Consequently, they hoard, first for their own consumption, then for relatives and friends -- and for the black market.

The extension of this market is one of the most systematic aspects of life in Europe today. In Germany, in Italy, in France, everywhere, court dockets show little else, and in Italy perhaps more than in any other country. The lists there fill column after column of the newspapers.

Since only those with means can buy on the black market, workers are ruled out. Yet these workers form the very class that ought to have extra rations -- coal miners, iron workers and others engaged in heavy manual tasks, failing which they complain of discrimination and speak ill of the peasants.

Social Clashes Envisioned

All signs everywhere point to an economic struggle between town and country which may develop into social clashes. Thus the future is far from bright.

What of Russia in all this? Little information is available. There are reports that sugar is lacking but that otherwise supplies are plentiful, even as to eggs. Eggs! They have become a rarity in Western Europe for even children and invalids. In some countries the quota is four per head per month.

Be that as it may, it is becoming more and more difficult to feed the fighting man while at the rear, restriction follows on restriction. The day may not be distant when something will snap with unpredictable consequences.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

March 27, 1942

MEMORANDUM TO ALL BUREAUS AND OFFICES

A meeting will be held Friday, April 3, 1942, at 2 p.m., in Room 6962, South Agricultural Building, for the purpose of discussing duplicating work now performed in the Addressing, Duplicating and Mailing Section, Office of Information.

Many changes have been effected in the Addressing, Duplicating and Mailing Section during the past two months and more are planned. It is to discuss these changes with the ultimate desire to more fully cooperate with all bureaus and offices in their duplicating requirements that this meeting is scheduled.

We would appreciate very much if the Business Managers or their representatives would attend. It is also requested that all who were recently designated as "Bureau Contact Representative" be present.

S. L. Holston

S. L. Holston
Special Assistant to the Chief
Division of Publications

INSTRUCTIONS FOR PREPARING DAILY INDIVIDUAL TIME AND PRODUCTION REPORTS

Only process in capitol letters are to appear on the daily work report in the column headed "Name of Operation." Any subdivision of this process shall be explained in column headed "remarks," but labor and materials are chargeable only to underlined processes. Every employee shall be required to turn in a daily report except those who act in an administrative capacity for the full day. Every report shall show the total hours of the working day broken down into the above-mentioned chargeable processes. If the employee goes on leave or works overtime an entry to that effect is made on the report. The working time shall be the nearest quarter-hour.

ADMINISTRATION

a. All office work
b. Stock room work
c. Messenger

PROJECTION PRINTS

a. No. size and kind of stock (single or double weight)
b. Preparation of chemicals
c. Toning

ENLARGEMENTS (roll)

a. No. size and kind of stock (single or double weight)
b. Preparation of chemicals
c. Toning

TRANSPARENCIES

a. No. size and kind of stock
b. Preparation of chemicals
c. Toning

CONTACT PRINTS

a. No. size and kind of stock (single or double weight)
b. Preparation of chemicals
c. Toning

VACUUM PRINTS

a. No. size and kind of stock (single or double weight)
b. Preparation of chemicals
c. Toning

PHOTOSTATS

a. No. size and kind of stock
b. Preparation of chemicals
c. Trimming and sorting

MULTILITH

a. No size and kind of film
b. Half tones and size of half tone
c. No. and size of off set plates
d. New or regrained
c. Preparation of chemicals

PORTRAITS

a. Kind and size of negatives
b. Proofs no. and size of stock
c. Finished size and kind of stock
d. Preparation of chemicals

LABORATORY CAMERA WORK

a. Photomicrographic - kind and size of negative
b. Specimen - kind and size of negative
c. Kodachrome - size and no.
d. No. and size of flash bulb.
e. Preparation of chemicals

FIELD CAMERA WORK

a. Type of work
b. Size and kind of negatives
c. Kodachrome - and size no.
d. No. and size of flash bulbs
e. Preparation of chemicals

CAMERA WORK FLAT COPY

a. No. size and kind of negative material
b. Preparation of chemicals
c. Spotting and opaquing

PRINT RETOUCHING

a. No. and size of prints

NEGATIVE RETOUCHING

a. No. and size of negative

CUT AND ROLL FILM DEVELOPING

a. No. and size of exposures

MOUNTING

a. No. kind and size of mount (board)
b. Holliston cloth - no. and size
c. Muslin - size and no.
d. Dry mounting - no. and size of tissue

LANTERN SLIDES

a. No. and size (material)
b. Preperation of chemicals
c. No. bound (material used)

SPECIAL DETAILS

a. Time on the assignment other than routine
b. Materials used

WASHING AND DRYING

a. (Includes ferrotyping) Time only

INSPECTION

a. No. of prints
b. No. of plates
c. No. of enlargements
d. No. of photostats

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
Washington, D. C.

Publications
Press Service
Radio Service

April 9, 1942

To: Bureau Information Heads

From: Morse Salisbury, Director of Information

Subject: OFF War Guide for Individual Radio Stations

The Office of Facts and Figures, acting on authority from the President, is setting up a system of priorities to guide individual radio stations in scheduling the broadcasting of war information supplied by Government Departments and agencies.

This will take the form of a "Radio War Guide" that will be sent to stations every two weeks naming subjects of greatest importance for a given two week period and charting those subjects according to the following priorities:

AA This material is "rush" and should be allotted about 50 percent of the total "program units" you can use for war messages (a spot announcement or a complete show is considered one "program unit").

A This material is of major importance and should be allotted about 30 percent of your available "program units".

B This is important supplementary material and should be allotted about 20 percent of your available "program units".

C For stations with sufficient available time, this material also contributes to the war effort. Use it if possible.

D This nonwar material should be used only if material in the preceding classification has been adequately presented.

This War Guide for the last two weeks in April is now on the way to stations. The chart carries these listings for the Department of Agriculture and the footnote that follows:

AA Increased acreage of oil-bearing crops...peanuts, soybeans, and flaxseed (regional).

A Increased supplies of hay crop seed for harvest this year. Victory gardens. Increased acreage of longer-staple cotton (regional). Wheat marketing quota referendum. Conservation of cotton and jute bags. Increased acreage of tomatoes and peas for canning, and dried beans (regional).

B Scrap metal and rubber salvage on farms. Plans for pooling farm transportation facilities. Good diets.

C Conservation of equipment, textiles, and rubber in the home.

Footnote: List and rank of agricultural subjects varies geographically. Authorized representatives of stations and USDA War Boards of States and counties, through consultation, should make changes as necessary for local and regional broadcasts.

It is manifestly impossible to cover in the War Guide all of the elements in agriculture's part in the war effort that should be emphasized in every State or county during a given two weeks period. Space limitations on the chart make it necessary to hold the number of subjects included in any one issue to the things that are most pressing at the time, nationally or in some regions. The footnote covering USDA listings is designed to compensate for the absence of subjects that in certain areas merit special attention during the period covered by each issue of the Guide. Furthermore, it is impossible to list on the chart all of the Department's war activities that are of a continuing nature such as the increases in milk, egg, and pork production with all of their seasonal ramifications. Again, we hope the footnote will take care of the failure to specifically mention subjects such as these.

Existing farm programs probably will not be affected by OFF's allocation of war information needs. This allocation is put out for the guidance of stations. It is not an order. Stations are free to use their judgment in applying it. Therefore we hope that stations now making time available to the Department or State and county Extension Services will continue to do so; also, that stations operating farm programs of their own to which the Department or the Extension Services contribute will continue that cooperation. It is possible, of course, that because of the OFF recommendations some stations may restrict the time made available to us. On the other hand, we may find that many stations not now providing time for broadcasting agricultural information will be more inclined to use our material.

The items that we supply OFF for inclusion in its priority listings should be timely and in keeping with the information that Department agencies are stressing during the priority period covered. We need your suggestions in order to make certain that the USDA items in the priority guide are timely. Suggestions for the first two weeks of May should be in Wallace Kadderly's hands not later than April 17....and every two weeks thereafter.

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